

# HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) PLANNING GRANT

## Frequently Asked Questions

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### What is the purpose of the HMEP grant?

Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training and planning grants. The purpose of the HMEP grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA); and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

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### Who decides how much funding California receives for the HMEP grant?

Each year, Cal OES submits an application for funding on behalf of the State of California to the U.S. DOT/Pipeline & Hazardous Materials Safety Administration (PHMSA). The amount of the award received is determined by (1) number of 302 facilities filing in the state, (2) population, and (3) highway miles within the state.

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### How much funding does each Region get?

Each region in California has unique risks associated with them. In accordance with U.S. DOT requirements, local government agencies submit grant applications to their LEPC for review, prioritization, and approval. Larger funding awards may be necessary in certain geographical areas with a greater need or that are of particular concern, when considering transportation-related risks. Historically there is approximately \$600,000 available for sub-awards each grant cycle.

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### What is the final filing date?

Starting in 2014, applications must be submitted to Cal OES no later than **June 1st**. The sub-grantee project performance period is the following October 15 to September 15.

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### What kinds of Planning projects are funded?

Projects to: develop, improve and implement emergency plans; exercise the plans; conduct hazards analysis and update response procedures for emergencies involving transportation of hazardous materials (including radioactive materials); assess flow patterns of hazardous materials; conduct needs assessment for regional hazardous materials emergency response teams; and assess local response capabilities.

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**Is there a Match requirement?**

**Yes.** The sub-grantee must provide at least 20% of the total project cost by cash or in-kind contributions. This is most often met by the value of staff time, but there are many options that will satisfy this requirement.

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**Are performance reports and invoicing required?**

**Yes.** The HMEP grant is based on performance. Quarterly performance reports are used by Cal OES to ensure that projects are kept on schedule and are within the approved scope of work. If expenditures occurred during a quarterly reporting period, grant recipients must also prepare and submit an HMEP Reimbursement Request Form.

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**When are the reports submitted?**

Performance Reports are required to be submitted by the 7<sup>th</sup> day following the end of each Federal fiscal quarter. Reimbursement Requests can be submitted at least monthly. All approved projects must have expenditures to submit on a Reimbursement Request Form by the end of the second quarter or risk de-obligation of the award.

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**What are the Federal fiscal quarters?**

First Quarter	Oct. 1 through Dec. 31	Report due Jan. 7
Second Quarter	Jan.1 through Mar. 31	Report due Apr. 7
Third Quarter	Apr. 1 through Jun. 30	Report due Jul. 7
Fourth Quarter	Jul. 1 through Sep. 30	Report due Oct. 7

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**When do we get reimbursed for our expenditures?**

Once Cal OES receives a Reimbursement Request Form it is processed through to the accounting office. From there, a request is submitted, at least monthly to U.S. DOT to have funds forwarded to the State Controller's Office. Sub-grantees get reimbursed from the State Controller's Office. The process normally takes a total of six - eight weeks from the time it is received by Cal OES.

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**What if we still have questions?**

For more information, refer to the Cal OES HMEP Grant Web page (<http://www.caloes.ca.gov/HazardousMaterials/Pages/HMEP-Grant.aspx>), contact the Cal OES LEPC Liaison for your region (<http://www.caloes.ca.gov/HazardousMaterials/Pages/LEPC-Contacts.aspx>), or the Cal OES HMEP Grant Administrator, Neverley Shoemake at (916) 845-8765 or [neverley.shoemake@caloes.ca.gov](mailto:neverley.shoemake@caloes.ca.gov).

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